

Recognition of Prior Learning

Level 4 Diploma in Dance Teaching

Guidance for applicants

updated December 2017.



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1. Introduction

1.1 What is recognition of prior learning?

Recognition of prior learning is a way of recognising your previous skills, achievements and qualifications which may count towards achievement of the level 4 Diploma in Dance Teaching.

Telling us about your previous achievements may mean that you do not have to complete some parts of the qualification as you already have sufficient evidence to prove that you can meet the standards required.

1.2 What counts as recognised prior learning?

Learning that could potentially count towards the qualification could include:

- Qualifications gained from another Ofqual recognised dance organisation
- Qualifications gained from dance organisations who are validated members of the Council for Dance Education and Training
- Qualifications gained from an Ofqual recognised awarding organisation
- Courses attended either focussing on dance or on other aspects (for example health and safety, anatomy and physiology)
- Experience as a dancer or dance teacher

You will need to provide evidence to Head Office of the prior learning or experience you have gained. Evidence could include:

- Qualification certificates from other Ofqual recognised awarding organisations
- Qualification certificate from CDET validated dance organisations
- Course certificates
- Course outlines and learning outcomes
- Course material
- Portfolio evidence
- Experiential evidence (eg a learning log, personal statement etc)
- Teaching practice evidence (eg class plans, outlines, feedback to candidates, evidence of classes taught, DVD etc)

You will need to complete the form provided by Head Office showing where your evidence meets the learning outcomes and assessment criteria for the units of the level 4 Diploma in Dance Teaching.

Head Office will then check the evidence you have provided and the completed form and will inform you within 28 working days of whether the evidence can be counted towards the achievement of the learning outcomes and assessment criteria.

Head Office will review each request for recognised learning on a case by case basis.

1.3 How do I apply for recognised prior learning?

You will need to complete an application form which is available on our website to download.

The next section gives step by step guidance about how to complete the application form.

2. Completing the application form

The application form is split into 2 sections.

Section A asks for information about your previous qualifications or courses you have taken which may meet the requirements for the qualification.

Section B asks for specific information to meet the requirements for each unit within the qualification.

Please complete the form giving as much information and evidence as you can. You may need to include additional documents. Where this is the case you can provide a reference to the document in the form.

2.1 Section A

Section A asks for evidence of achievements. Evidence of achievements can come in a range of forms, from qualification certificates to course materials or a portfolio.

For Section A you need to tick which of the achievements you are submitting as evidence for the application.

2.1.1 Qualification certificate from other Ofqual recognised dance organisation

A number of other dance organisations are recognised by Ofqual. If your qualification is Ofqual recognised the certificate should have an Ofqual logo on it. If your certificate does not have an Ofqual logo on it the organisation may still be recognised by Ofqual. Currently the following dance organisation offer Ofqual recognised qualifications:

- British Ballet Organization
- Graded Qualifications Alliance (includes awards by British Theatre Dance Association and United Teachers of Dance)
- Imperial Society of Teachers of Dancing
- National Association of Teachers of Dancing
- Royal Academy of Dance
- RSL Awards (includes awards by Professional Teachers of Dancing, Spanish Dance Society, Russian Ballet Society and UKA)

To find out which organisations are recognised, check the Ofqual Register of qualifications <http://register.ofqual.gov.uk>

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of confirmation of the award (ie date of issue of the certificate) and provide a copy of the qualification certificate.

In many cases the content of these qualifications will be similar to the IDTA Level 4 Diploma in Dance Teaching.

However please check the requirements in Section B and include any additional information you think may be relevant to your application.

2.1.2 Qualification certificate from other CDET validated dance organisation

Some dance organisations are not recognised by Ofqual but may be validated by the Council for Dance Education and Training (CDET). This includes the British Association of Teachers of Dancing (BATD).

To find out if the organisation is a validated dance organisation with CDET, check www.cdet.org.uk for an up to date list of members.

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of confirmation of the award (ie date of issue of the certificate) and provide a copy of the qualification certificate.

In some cases we may ask you to provide additional information such as a course outline or syllabus so that we can cross check that the content is similar to the Level 4 Diploma in Dance Teaching.

2.1.3 Qualification certificate from non-dance organisation

There are many organisations who offer dance qualifications which are not specialist dance organisations. This includes some of the larger Ofqual recognised awarding organisations such as Pearson, City and Guilds, AQA, NCFE etc.

To find out which organisations are recognised, check the Ofqual Register of qualifications <http://register.ofqual.gov.uk>

If the organisation is recognised, check your certificate for an Ofqual logo.

You may have a qualification from a University such as a degree or Diploma. This would also be applicable as a qualification certificate.

If you do have a qualification from one of these organisations that you'd like to submit as evidence, please tick this box and include the name of the organisation and date of confirmation of the award (ie date of issue of the certificate) and provide a copy of the qualification certificate.

In some cases we may ask you to provide additional information such as a course outline or syllabus so that we can cross check that the content is similar to the Level 4 Diploma in Dance Teaching.

2.1.4 Course certificate from non-dance organisation

Evidence can also be submitted from courses run by organisations. This can include day courses to longer term training courses. For example, a course in first aid may be applicable to some of the areas for Unit 1. Or a teaching course run by a dance school may be applicable to some areas of Unit 3.

Where you have a certificate or report from the provider showing your attendance or achievement on the course, please submit this.

If you have an attendance certificate or confirmation we will normally want to see evidence of the course you have attended so please include details of the course outline and learning outcomes and/or the course material.

2.1.5 Other evidence

If you have evidence that you have collected as part of a course or as part of your own continuous professional development you may wish to include this. This evidence could include learning logs, personal statements, teaching practice evidence (eg class plans, outlines feedback to candidates, evidence of classes taught, DVD of teaching practice etc), risk assessments, review of teaching or learning etc.

This information may be useful to meet the requirements of the qualification. If it is then please include it and cross-reference it to the appropriate elements in Section B.

2.1.6 Before you submit your application

Please ensure that you have checked:

- That the qualification is at the same level as the Level 4 Diploma. Qualifications at levels below the Level 4 Diploma cannot count towards RPL.
- That the qualification you achieved is still current and relevant. As a rule of thumb, qualifications achieved more than 10 years ago will not contain up to date content about legislation etc and unless we have evidence to the contrary we will not consider them as evidence.
- That the qualification content is relevant to the evidence requirements. Please ensure that you reference any units or modules which are relevant in the form so that we can check that the content maps to the Level 4 Diploma.
- Where you are submitting a qualification from an awarding organisation or University which is not a member of CDET please ensure that you provide details of the course so that we can map the content. Remember that some courses and degree programmes may have changed or may not be running currently and details of the course may therefore be unavailable.

2.2 Section B

In Section B we ask you to provide specific details about how your evidence meets the requirements for each unit. This will normally be a cross-reference to the information you have provided in Section A, although you may wish to provide details of other evidence as well.

2.2.1 Unit 1 – Safe Dance Practice

The Safe Dance Practice unit is assessed via a portfolio. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you already hold a qualification from a recognised or CDET validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the criterion.

It is recommended that you read the candidate guidance on Unit 1 which gives more information about the evidence required.

AC	Safe dance practice	Examples of evidence
1.1	Conduct a risk assessment which identifies the likelihood and impact of possible risks in the teaching environment	A risk assessment which you have carried out for your dance class. The risk assessment should include the likelihood and impact of possible risks.
1.2	Identify legislation that is applicable to the safe teaching of dance and explain how to put this into in practice	Evidence of working with legislation such as: <ul style="list-style-type: none"> • Equality Act 2010 • Health and Safety at Work Act 1974 • Child Protection legislation This could include health and safety notices or talks given, a DBS check and/or safeguarding policy covering your work as a dance teacher.
1.3	Explain the importance of supporting and maintaining a healthy and safe environment for dance teaching	Evidence showing understanding of this which could include: <ul style="list-style-type: none"> • An explanation of an incident or situation and how you managed it • Things you have done to promote and maintain health and safety • An explanation of a risk you have managed as part of your teaching (which could come from the risk assessment)
2.1	Explain how to recognise poor posture	Evidence could include examples of how you recognised poor posture in your students.
2.2	Give examples of effective nutrition and hydration for dancers and explain why this is important	Evidence could include examples of effective nutrition and hydration from your own experience.
2.3	Explain how to recognise injuries and how to take appropriate action	Evidence could include examples of recognising injuries in your teaching work and the action taken.
3.1	Explain the key stages of development in a particular group of students	Evidence needs to focus only on one group of students: children, teenagers or adults.
3.2	Explain the effects on dancer performance	Evidence could come giving examples from experience of teaching that particular age group

2.2.2 Unit 2 – Dance Technique and Syllabus Knowledge

Dance Technique and Syllabus Knowledge is assessed by an examination.

If you have a qualification from another dance organisation or another organisation

You will need to evidence that you have knowledge and understanding of the IDTA technique. In the majority of cases we would recommend that candidates take the Unit 2 examination.

2.2.3 Unit 3 – Teaching Practice

Unit 3 is assessed through an examination and the submission of written information. If you have any information which could be taken into account as achievement of the criteria for this unit you can submit this with the form. The follow table gives examples of the types of evidence that could be taken into account.

If you have a qualification from another dance organisation

If you already hold a qualification from a recognised or CDET validated awarding organisation, please reference the appropriate unit or section of the qualification which covers the learning outcome.

If you have a qualification from another organisation

Please note that this unit requires practical evidence as well as written and we would need to see practical evidence of teaching a group or individual. This could be submitted as a DVD or compatible file. We will not accept applications which do not contain evidence of practical teaching.

It is recommended that you read the candidate guidance on Unit 3 which gives more information about the evidence required.

LO	Teaching practice	Evidence provided by candidate
1	Be able to demonstrate effective teaching practice	Evidence could include: DVD/recording showing teaching practice Written statement from school principal with comments about teaching practice Teaching logs completed showing effective teaching practice
2	Be able to manage the learning process	Lesson plans showing a progressive scheme of work for a group or individual Teaching logs showing use of resources and lesson planning and evaluation
3	Be able to communicate effectively	DVD/recording showing communication with students during lessons Written statement from school principal with comments about communication Teaching logs completed showing communication with students
4	Be able to reflect on and evaluate own teaching practice	Teaching logs showing reflection on and evaluation of teaching practice Examples of seeking feedback from others Evidence of continuous professional development including training courses attended if applicable.

2.3 Section C

In this section you can include any other evidence you feel needs to be included in your application but which isn't covered in either Sections A or B. Please make sure that you state which unit and Learning Outcome(s) or Assessment Criteria the evidence applies to.

3. What happens next?

Once you have completed the form and sent it in with the accompanying evidence it will be checked by Head Office. This involves checking through the evidence to make sure that it meets the requirements. This could include asking one of our examiners to double-check evidence to make sure that it meets requirements.

Once the form has been checked Head Office will contact you to let you know whether the recognition of prior learning has been granted and in which areas. In some cases Head Office may ask you to submit further evidence to be sure that a criterion or learning outcome has been met.

4. RPL Assessment Fee?

RPL Assessment Fee £51.00 – an invoice will be sent to you for payment

from 1st September 2017 - fee correct at time of printing and may be subject to change.

IDTA examination and assessment fees are reviewed annually, with increases applied from 1st September each year.